

INTISARI

PENGELOLAAN ARSIP DINAMIS DI PT PERTANI (PERSERO) PUSAT

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PROGRAM STUDI KEARSIPAN

SEKOLAH VOKASI

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Tugas Akhir ini membahas tentang proses pengelolaan arsip dinamis di PT. Pertani (Persero) Pusat. PT. Pertani (Persero) merupakan Badan Usaha Milik Negara (BUMN) yang bergerak di bidang agribisnis dengan pengelolaan arsip dinamis yang dikelola sesuai dengan prosedur. Tugas Akhir ini bertujuan untuk mengetahui kondisi arsip, proses pengelolaan, serta kendala selama kegiatan pengarsipan di PT. Pertani (Persero) Pusat.

Penyusunan Tugas Akhir ini menggunakan tiga metode pengumpulan data yaitu studi literatur, observasi partisipasi, dan wawancara terstruktur. Studi literatur dilakukan dengan mengumpulkan referensi sesuai dengan topik penelitian yang relevan. Observasi partisipasi dilakukan dengan berperan aktif secara langsung pada proses pengamatan proses pengarsipan. Wawancara terstruktur dilakukan dengan tanya jawab kepada narasumber internal untuk mendapatkan data yang valid.

Kesimpulan dari Tugas Akhir ini diketahui bahwa proses identifikasi arsip dinamis yang dikelola oleh PT. Pertani (Persero) Pusat belum sepenuhnya dilakukan dikarenakan kuantitasnya yang cukup banyak. Kegiatan pengelolaan arsip dinamis secara keseluruhan sudah terlaksana sesuai dengan perencanaan, akan tetapi dalam pelaksanaannya ditemukan kendala di antaranya kurangnya ruangan yang memadai. Selain itu, kendala yang dihadapi dalam proses pelaksanaan penelitian antara lain keterbatasan sumber daya manusia yang belum mendapat pelatihan kearsipan, beberapa prasarana masih kurang memadai seperti belum adanya pengaturan kelembaban (*dehumidifier*) dan APAR serta anggaran yang terbatas.

Kata kunci: *Arsip Dinamis, Pengelolaan, Pertani*

ABSTRACT

RECORDS MANAGEMENT AT PT PERTANI (PERSERO) PUSAT

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This final project discusses the process of maintaining and securing records at PT. Pertani (Persero) Pusat. PT. Pertani (Persero) is a state-owned company (BUMN) engaged in agribusiness with the management of records which are managed in accordance with procedures. This final project aims to determine the condition of the records, the process of maintenance and security, as well as constraints during archiving activities at PT. Pertani (Persero) Pusat.

The preparation of this final project uses three data collection methods, namely literature study, participatory observation, and structured interviews. Literature studies are carried out by collecting references according to relevant research topics. Participatory observation is carried out by playing an active role directly in the process of observing the archiving process. Structured interviews were conducted with questions and answers to internal sources to obtain valid data.

The conclusion of this final project shows that the identification process of records managed by PT. Pertani (Persero) Pusat has not been fully implemented due to the large quantity. The management of the records as a whole have been carried out in accordance with the plan, but in its implementation there are obstacles including the lack of adequate space. In addition, the obstacles faced in the research implementation process include limited human resources who have not received archiving training, some infrastructure is still inadequate such as the absence of a dehumidifier and APAR regulation and limited budget.

Key words: *Records, Management, Pertani*